

HAMPSTEAD PLANNING & ZONING COMMISSION
MINUTES
August 28, 2019

The Hampstead Planning & Zoning Commission met on Wednesday, August 28, 2019. Commission Chair Sharon Callahan called the meeting to order at 7:00 p.m. The following Commission members were present: Deborah Painter and Jim Roark. Commission member Kevin Malinowski was absent. Staff members present were: Tammi Ledley, Zoning Administrator, Lorena Vaccare, Assistant Zoning Administrator and David Snyder, Chief, Hampstead Police Department. Price Wagoner, the Carroll County Department of Planning liaison to Hampstead was also present.

Guests present: Council Member Marlene Duff, Council Member Wayne Thomas, Tim Eckels and Carol Gorsuch.

Minutes Approval

Commission Member Deborah Painter made **a motion to approve the July 24, 2019 meeting minutes as presented.** Commission Member Jim Roark seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Business:

Zoning Administrator Tammi Ledley gave a report to the Commission on the Main Street Revitalization project, stating that crews will continue to work north toward Upper Beckleysville Road installing the curb and gutter on the north bound lane. As weather permits, they will pour the regular sidewalks on the same side. They are currently working on the apron at the Fire Department. Then they will move across the street to Rinaman and work south. When the weather becomes cooler, the pervious sidewalk crew will be able to begin pouring those sidewalks. Public Works installed the new clock that was donated by the Hampstead Old School Alumni by the War Memorial. There will be a dedication ceremony on Saturday, September 14th at 5:30 p.m. The gas work has been completed and that crew is no longer working on Main Street. The stormwater portion of the project should be completed by October. This crew is currently working north of 482. C.J. Miller plans to continue the permanent patching up to 482 when a paving crew becomes available. Redline #4, which is the removal of the evergreens in front of 807 South Main Street and installing a bypass lane across from J&P on the southbound lane, has been approved by SHA. C.J. Miller has prepared a price proposal and is waiting for approval from SHA. Mr. Roark asked for clarification on the installation of the pervious sidewalks; Council Member Wayne Thomas stated that pervious sidewalks are indeed being installed in the area across from his residence in the 1100 block of Main Street.

Mr. Roark made **a motion to reintroduce the Final Site Plan for Melanie Acres 3.** Mrs. Painter seconded the motion. The motion passed with three votes for, no votes against and no abstentions. Mrs. Ledley stated that the plan had to be reintroduced since the plan which was introduced in July was not complete, but is now.

Discussion ensued on Ordinance 533, an Ordinance regarding Small Cell Site legislation. The draft with suggestions made by Council Member Thomas was reviewed and additional revisions were made: adding types of antennae and "Utility Poles" to the definitions, clarifying references to the Commission, and typographic and grammatical changes. There was discussion on adding parameters on the poles for placement; Mrs. Ledley will reach out to a cellular company representative to find out the standard parameters, and forward pictures of such placements to the Council prior to the next meeting. "Micro-Wireless Facility" was also mentioned as referenced in the definitions but nowhere else in the Ordinance;

Mrs. Ledley will follow up with the Town Attorney on this to determine if there should be a reference in the Ordinance to these facilities, or if the definition should be removed. There was also discussion on the sizing of the dishes and antennae and the references for such within the Ordinance. The possibility of private property owners allowing installation of wireless facilities was discussed, and the Code was searched for references on communication towers and antennae in allowable zoning districts. Chapter 135-19.C.4 states that “communication antennas erected on existing structures other than communication towers shall be allowed in any district, provided that the height of the antenna does not exceed 1/3 of the height of the existing structure and the total height of the existing structure and antenna does not exceed 200 feet.” Council Member Marlene Duff inquired whether other municipalities have legislation on this matter and have allowed installation of these facilities; Mrs. Ledley replied that she will check with the other towns and find out. Discussion ensued on whether the Commission should recommend the Ordinance back to Council or wait until all pending data is incorporated. Council Member Wayne Thomas suggested that the Commission consider remanding the Ordinance back to Council with the changes recommended. Assistant Zoning Administrator Lorena Vaccare inquired about the fee for the referenced Right of Way Use Agreement and composition of the Agreement form. It was decided that the Council could discuss and decide what fee to charge. It was also decided that Mrs. Vaccare would incorporate the changes to the document Mr. Thomas composed and would send it to the Commission for review.

Mr. Roark made **a motion to recommend Ordinance 533 back to Town Council for discussion of the recommended changes discussed tonight along with Councilman Thomas’s recommended changes, and along with questions pertaining to definitions and requirement parameters that need to be answered.** Mrs. Painter seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Mr. Wagoner provided an update to the Commission, stating that the Triennial Update to the Water and Sewer Master Plan, stating that Maryland Department of the Environment (MDE) did approve the update. He asked if the Town could let him know if there are any changes or additional updates based on recent meetings.

Mr. Wagoner further stated that he is on the committee which is updating the Carroll County Hazard Mitigation Plan and that they will be meeting with the municipalities to see if there are any additions to the plan. Mrs. Vaccare stated that the Town will be holding a meeting on Thursday, September 5th with the Hampstead Police Chief and Lieutenant and the Department of Public Works Superintendent and Assistant Superintendent, with input from the Hampstead Volunteer Fire Company Chief, in order to get a preliminary list of ideas and suggested updates. Mrs. Vaccare stated that a summary of the meeting with the ideas presented will be sent to the Commission for their review.

Other Business:

No other business.

Public Comment:

None.

Mrs. Painter made **a motion to adjourn.** Mr. Roark seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

ATTEST

CHAIR